

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SENIOR PROJECT MANAGER  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional and administrative work overseeing complex projects and the development review process for the Engineering Department. Employee reports to the City Engineer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs professional and administrative work in overseeing complex projects. Employee is responsible for administering, coordinating, monitoring, and analyzing construction projects. Employee is responsible for negotiating costs concerning initial contracts and change order requests related thereto. Employee is responsible for maintaining records on the projects.

The employee is also responsible for coordinating the development review process for the Engineering Department. Employee will represent the Engineering Department at the Technical Review Committee meetings. They will prepare plan review comments on projects. They will respond to questions from customers regarding the status of development review in the Engineering Department. Employee will work to maintain tracking measures of plan review. Employee will work to improve the development review process.

Coordination is exercised with other professional, technical and clerical personnel. Tact and courtesy are required in frequent contact with contractors, vendors, consultants and the general public. Extensive judgment is required in making decisions with a high degree of accountability. Work is performed with considerable independence under the general direction of the City Engineer and is evaluated through written and oral reports.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Coordinates and monitors projects in order to ensure proper construction by performing tasks such as preparing specifications; reviewing project designs; formulating bid packages; participating in bid openings; scheduling and conducting pre-construction conferences; establishing project start dates; completing progress reports; negotiating costs of initial contracts and change orders, etc.

## **SENIOR PROJECT MANAGER**

Coordinates the development review process for the Engineering Department including the review of water system extensions, stormwater, erosion control, grading, sidewalks, driveways, floodway and streets.

Prepare reports summarizing the Engineering Department's comments on the development review.

Represents the Engineering Department at the Technical Review Committee meetings.

Prepares, maintains and updates project files and records in order to document significant activities by preparing daily and monthly progress reports of on-going project activities such as site observations, contractor requests and responses/recommendations, and documentation of meetings and telephone calls as needed.

Maintains report on the status of all projects in the Engineering Department.

Prepares project schedules and updates schedules as part of progress reports.

Attends meetings in order to receive information and coordinate activities concerning on-going projects.

Assists in the collection and coordination preparation of a variety of surveys and legal documents to include right-of-way acquisitions, agreements, easements and bids and administers the acquisition process.

Reviews work of consultants and/or subcontractors; approves and oversees payment.

Assists in the preparation of the Capital Improvement Program.

Responds to customer questions regarding the status of projects in the development review process.

Suggests and implements improvements to the development review process.

Makes both written and oral reports to City Council regarding various projects.

Coordinates with other agencies to provide information on various projects.

Performs benchmarking of the development review process.

Develops standardize methods for measuring turn-around time for the development review process.

## **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the theories, principles, practices and techniques of project management.

Thorough knowledge of the applicable State laws and local ordinances applicable to budget preparation, approval and administration.

Thorough knowledge of the development review process.

Thorough knowledge of the City of Asheville Standard Specifications and Details Manual and the Unified Development Ordinance.

## **SENIOR PROJECT MANAGER**

Considerable knowledge of engineering practices as they relate to the design of domestic water, stormwater, erosion control, grading, sidewalks, driveways, floodway and streets.

Considerable knowledge of the theories, principles, practices and techniques of municipal accounting, finance, and budgeting.

Considerable understanding of the functions and operations of various City departments.

Considerable knowledge of applicable State laws regarding OSHA safe work practice.

Considerable knowledge of HTE, Microsoft Word, Microsoft Excel, Microsoft Project and Visio or comparable software.

Knowledge of construction practices and standards.

Ability to analyze and develop capital budget estimates; analyze to track capital project expenditures; analyze and interpret capital project contracts.

Ability to conduct detailed research and prepare reports and findings.

Ability to work independently and follow-through to meet on-going necessary deadlines.

Ability to plan and coordinate the work of others.

Ability to establish and maintain effective working relationships with City officials, employees, contractors and the general public.

Ability to utilize computer-automated programs.

Ability to communicate ideas effectively orally and in writing.

## **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree with major course work in construction management, or a related field, and 5 to 7 years of professional experience in construction management; civil engineering; and/or any equivalent combination of training and experience required to perform the essential position functions. Engineering Intern registration required or ability to obtain in one year. Professional Engineering License in North Carolina preferred.

## **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the State of North Carolina.

## **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

## **SENIOR PROJECT MANAGER**

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities.

January 2006

Grade 21

Exempt

Class Code 1094